

SILVER QUEEN WEST MANUAL FOR RESIDENTS AND OWNERS



PLEASE READ THIS
DO NOT REMOVE FROM UNIT # _____

Revised June 2001

Table of Contents

Welcome to Residents	1
Memo to Silver Queen West Unit Owners	1
Important Information	2
Laundry Facilities	3
Fire Protection	4
Fireplace Usage	4
How to be a Good Neighbor.....	4
How to Handle a Neighbor Complaint	5
Leasing Policy Statement to Owners and Tenants	6
Rules and Regulations	6
Parking Lot Regulations	9
Rules Enforcement	11
Tips For When You Remodel.....	13
Storm Doors.....	13
Garage Doors.....	14
Electrical.....	14
The Heating System.....	14
The Plumbing System.....	15
TENANT INFORMATION FORM.....	19
NEW OWNER INFORMATION	20

The enclosed information is current as of June 2001. A copy of this manual is sent to all non-resident unit owners and a copy has been distributed to each unit. The purpose is to inform unit owners and tenants of their responsibilities, to assist in preserving property values and to maintain the quality of life for all residents and guests.

Welcome to Residents

The Homeowner's Association would like to take this opportunity to welcome you to Silver Queen West Condominiums and to provide you with more information about our community. If you will be living here full time, please register resident's names and vehicle descriptions with the Resident Manager's office.

The four buildings of Silver Queen West include 106 condominium units and 32 garages. People that live and work in Summit County occupy about 60% of the units and 40% are used as second homes and vacation rentals.

Our condominium property is 'self-managed' and is not affiliated with a property management company. It is managed, maintained, and policies are set through the joint efforts of the Board of Directors, the Resident Manager, and an off-site Financial Administrator. However, the unit you are renting is a privately owned residence managed by whomever you made the rental arrangements with. The Association's Resident Manager is not responsible for your reservations, keys for access, cleaning, physical condition or internal repairs specific to your unit.

There are many advantages to living in a condominium; the most obvious is the exterior chores of living in a house are non-existent. This means you can enjoy more of your free time. However, condominium living may require that you make some adjustments to your lifestyle and accept some new responsibilities. For some new residents the most difficult things are getting used to community rules and living with neighbors close by. Living in a relatively small area while maintaining a high standard of privacy and comfort can sometimes be a challenge. While the Association has no interest in your personal lifestyle, please understand that a condominium property with a high-density population such as ours demands strict adherence to the rules, and requires a high level of consideration for your neighbors and the community.

Memo to Silver Queen West Unit Owners

If you have recently purchased your unit, please take a few minutes to complete the 'New Owner Information' form. If leasing your unit, you should have a written agreement with your tenants. You may use any form you choose, however all rental agreements must require compliance with the Rules and Regulations of Silver Queen West. Owners are responsible for the actions of their tenants and guests. Please emphasize that they should respect the rights, privacy, quiet and enjoyment of their fellow residents. You are urged to bring to the tenant's attention that they are living in a condominium community, which is very different from a rental apartment community. By impressing that they are living in a

common-interest property where each unit owner has a percentage interest in the entire project, your investment will be protected, and the community will continue to be an enjoyable place to live. It is important that you provide instruction regarding the proper use of the facilities; parking lots, balconies, dumpsters, laundry rooms etc. The Association is entitled to know who is living on the property. It is required that you notify the resident manager in writing as to who your tenants are. Enclosed is a copy of the 'Rental Notification Form' to be used. Additional forms are available through the resident manager's office, when you change tenants please send us an update. From time to time the resident manager must take appropriate action to protect the condominium property. Such action can consist of emergency plumbing or electrical repairs, repairs to damaged common elements, or notification of a rules violation. In the case of repairs or damage, if your tenant incurs a debt to the Association the debt becomes your responsibility and will be added to your monthly assessment obligations. If your tenant's behavior becomes a problem, management will contact you and/or your managing agent requesting that the problem be addressed. If this fails to bring about the appropriate change in behavior, the matter will be turned over to the Board of Directors for action.

Important Information

The physical address of your unit is: (Your Unit #) Ryan Gulch Road
Silverthorne/Wildernest, CO. 80498

For U.S. Mail Service you must go to a local Post Office. The closest branch is at 4th and Adams in Silverthorne.

This Unit is managed by: _____ Ph# _____
(Please fill in)

The Association's Resident Manager is Tom Brennan
#7332 Building D
Home/Office 970-468-5169
Mobile Phone 390-7234

Animal Control	970-668-3230
AT&T Broadband (cable service)	970-468-2222
Back Country Avalanche/Weather Report	970-668-0600
Fire Dept. (Emergency)	911
Medical Emergency	911
Frisco Medical Center	970-668-3003
Summit Medical Center (Hospital) 0018 School Road, Frisco (Get on I-70 Westbound, get off on the first exit for Frisco, # 203 . Pass the 7-11 store and turn left on School Road.)	970-668-3300

Public Service Company (electricity)		1-800-772-7858
Poison Control		1-800-332-3073
Qwest - residential phone service		1-800-244-1111
- residential phone repair		1-800-573-1311
Road Conditions (Local)		970-668-1090
Road Conditions (State wide)		1-877-315-7623
Sheriff's Dept. Emergency		911
Sheriff's Dept. Dispatch		970-453-2232
Ski Conditions	A Basin	970-468-0718
	Breckenridge	970-453-6118
	Copper	970-968-2100
	Keystone	970-468-4111
	Vail	970-476-4888
	Ski Cooper	1-719-486-2277
	Frisco Nordic Center	970-668-0866

Your unit should have a local phone book containing additional information about Summit County. If not, call the resident manager's office where limited quantities may be available.

Laundry Facilities

Our laundry rooms are open 24 hours a day and 7 days a week. They are located on the east (balcony) side of the buildings on the ground level. Buildings A and B each have two washers and two dryers. Buildings C and D each have two washers and three dryers. You will need to bring your own soap and quarters.

Please keep track of time when doing laundry. At times the facilities can get busy and if someone has left clothes in a machine there may be no choice other than to remove their things. People have been known to forget about their laundry for a long time. Please don't remove someone else's clothes from a machine that still has time on it or interrupt their dryer cycle by opening the door.

If a machine is broken, please put an "Out of Order" sign on it and notify the resident manager. Your lost money will be refunded and the machine will be repaired. Do not throw lint behind the machines as this creates a fire hazard.

We try to provide residents with well-maintained laundry equipment at an affordable price. You can help to keep costs low by not over-loading the machines.

Fire Protection

The Association has provided each unit a smoke alarm. If your smoke alarm is missing, broken or needs a new battery, contact the resident manager for a free replacement. Residents, owners or managing agents are encouraged to place additional smoke alarms and a fire extinguisher inside the unit. There are thirty-four fire extinguishers placed around the property. Make sure you know where the closest one is.

Fireplace Usage

Fireplaces can be dangerous, so please be extremely careful when using them. The original fireplaces were equipped with a damper door. The handle is located on the rear of the flue and is not easily seen. Before lighting a fire, make sure it is open so smoke does not back into the unit. Closing the door when the fireplace is not in use will keep your unit warmer, saves energy and will help prevent ash from blowing back into the unit.

You may have to burn newspaper to create a “draw” in the chimney before the wood will burn properly. Once you get a fire going put the spark screen in place to prevent popping embers from escaping. Never throw a burnt log on to the balcony even though there may be snow out there. It will melt right through to the carpet where it will cause damage and may cause a fire. Always use the **HOT ASH BUCKETS** provided both inside the unit and near the dumpster. Never put ashes into the trash even though you may think they are out. Ashes can smolder and ignite even after 48 hours!

The weight limit on firewood storage on the balcony is ½ cord, or three (3) rows extending from your front room wall to the outer edge of the balcony. It is prohibited to burn material other than normal firewood or artificial logs in the fireplace, (no trash or painted/stained construction scraps). All wood must be stacked neatly. Cutting and splitting of firewood on the balcony or any other part of the building is strictly prohibited. Plan ahead and do splitting away from buildings during normal waking hours.

How to be a Good Neighbor

One of the biggest frustrations of condominium living can be a noisy neighbor. Much of the noise inside of the units is generated by normal everyday activities, and the people doing it may not even know they are disturbing you. Everyone needs to realize that your neighbors (especially downstairs) can hear you rather well and you need to take measures to ensure that you are not disturbing them.

- Realize that your pleasure should not lead to your neighbor’s distress.
- Remember that noise and vibrations transmit easily through walls and floors.

- Consider your neighbors when you do something noisy, and inform them beforehand.
- Cooperate with a neighbor when asked to reduce noise.
- Don't slam doors; this includes the balcony slider as well as cabinet doors.
- Take off your shoes, work boots, ski boots etc. when you are home.
- Put throw rugs over hard surface floors.
- Clean your house at a decent hour. Vacuuming the carpet or running the dishwasher at odd hours can be very disturbing.
- Don't allow children to jump on the floor.
- Get your speakers up off the floor. It is the bass that travels through the walls and floors annoying your neighbors. You may be surprised at how tolerant your neighbors can be if you do not shake their walls with bass.
- Keep your stereo and TV sound systems away from adjoining walls. Look at the floor plan in your unit and realize that your neighbor's unit is probably laid out exactly the same. That means when your sound system is against your front room or dinette wall it is only a couple of feet away from where someone may be trying to rest in the bedroom on the other side.
- Do not play TV's or stereos unnecessarily loud. Courtesy hours are 10PM to 8AM, but that does not mean you can disturb your neighbors the rest of the time.
- Drive slowly and carefully in the parking lots. We are trying to keep the use of speed bumps to a minimum. Don't use more than one parking spot or leave your vehicle where it interferes with traffic flow and snow removal.
- Don't sound car horns, slam doors, or rev engines. Be aware that fumes and noise from your diesel do generate complaints.
- Take good care of your pet. Take measures to ensure it is not bothering neighbors while you are away, or while it is outside on SQW common areas. Walk your dog in designated areas and away from where people walk.
- Put *litter* in the receptacles at the bottom of the stairs.
- Take your trash to the dumpster daily. Don't leave it on the common area walkways or balconies. Break down boxes and larger items, and wrap packing peanuts securely so they do not blow around. The dumpsters are for household trash only. They are not intended for non-compactable items such as old furniture, appliances, carpet, tires, construction waste or hazardous materials. The Association gets charged more for these and may charge owners responsible for extra costs.

How to Handle a Neighbor Complaint

Get to know your neighbors soon after they move in; it is much easier to deal with someone when you are acquainted. If someone is disturbing you the best way to deal with it is to let him or her know about it. Knock on their door or leave a signed note and explain the problem to them in a nice way. Many people do not realize they are causing a problem and your contact may be the first they have heard of it. If you got a little carried away with your stereo wouldn't you rather hear from the person you are bothering instead of the manager or the Sheriff's Department? If you have tried unsuccessfully to deal with the offender, notify the resident manager who will attempt to resolve the situation and

may issue a violation notice to the unit's owner. Written complaints can be much more effective than verbal ones.

Leasing Policy Statement to Owners and Tenants

The Association's Documents allow for the leasing of the units. The Association advises that all lease agreements should contain the following restrictions:

- 1) All adult unit occupants are to be a party to a lease agreement or a rental agreement with the unit's owner or his rental agent.
- 2) All unit occupancy rates shall be in compliance with the commonly accepted standard of 200 square feet per person, as established in the building and fire codes of Summit County.

(Approximate unit sizes-individual units will vary slightly)

Studio, standard	360 square feet
Studio, end unit	480 square feet
1 Bedroom	630 square feet
1 Bedroom w/ loft	950 square feet
2 Bedroom	840 square feet
2 Bedroom w/loft	1020 square feet

- 3) Unit owners, and/or their rental agents should do regular checks on the condition of the unit, and may call the resident manager to inquire about the behavior of the tenants.
- 4) All tenants or occupants are subject to association regulations. (The owner(s) shall be held responsible for any and all infractions.) All leases must contain a clause stating that the tenant has received a copy of the association rules and regulations.
- 5) Unit owners and tenants are advised to purchase HO-6 insurance policies (renter's/homeowner's insurance). The association's master policy covers replacement cost of the buildings and units as they were originally built and sold, with some allowances for upgrades. It does not cover personal contents of the unit, loss of rent or damages resulting from owner or tenant negligence.
- 6) Owners are free to use any lease they choose, but all leases must require compliance with the Association's Rules, Regulations and Policies.

Rules and Regulations

Unit owners and their rental agents shall be responsible for notifying tenants and guests of these regulations and insuring their compliance.

1. Owners and occupants will not make or permit to be made loud or objectionable noises, and will not use or play or permit to be used or played, musical instruments, radios, phonographs, television sets, amplifiers and any other instrument at a volume that may disturb owners, tenants or other occupants of units.
2. PETS (adopted September 11, 2000)
 - 1). Restrictions on Pets: Subject to the terms hereof, only owners of units within the property and members of their immediate family (sons, daughters, brothers, sisters, mothers and fathers) shall be permitted to keep or maintain pets on any part of the property.
 - 2). Keeping Pets: No animals, livestock or poultry of any kind shall be housed, raised, or kept on any part of the property, either temporarily or permanently without the express written consent of the association. Except as stated in paragraph 1 hereof, the resident manager is authorized to permit the keeping of domesticated dogs, cats or other household pets in Units, subject to the following conditions:
 - a. No pets may be kept, bred or maintained for commercial purposes
 - b. No pets shall cause or create unreasonable disturbance to other owners or residents.
 - c. No doghouses or kennels shall be located on the balconies, under units or any portion of the Lots.
 - d. Pets shall not be leashed to the exterior of the units or the grounds.
 - e. Pets shall at all times be under the strict control of a responsible party, by confinement, leash or voice command.
 - f. Pets are not to be left unattended on balconies or porches.
 - g. Pets shall be maintained in a healthy condition and shall display current licenses (if required).
 - h. Pet Owners who violate the Summit County Leash Law regulations may be subject to the revocation of the permission to keep pets.
 - i. The resident manager may limit the number and type of pets kept in a unit.
 - j. It is prohibited to allow pets or other animals to defecate or urinate on the sidewalks, walkways, stairwells, parking lots or elsewhere on the grounds where such excrement may be an annoyance or hazard to other owners or tenants.
2. It is prohibited to hang garments, rugs, sheets or other materials from the windows or any other façade of the project. It is prohibited to dust rugs or other materials from the windows or to clean rugs by beating them against the exterior part of the project.
3. Unit occupants are allowed to display decorations in a safe manner for religious or national holidays. When the Holidays are over, please place Christmas trees next to the dumpster shed for collection. Don't put Christmas trees into the dumpster.

5. It is prohibited to leave or throw garbage outside the disposal containers provided for such purpose. It is prohibited to leave bags of trash on common area walkways or store them on your limited common area balcony.

6. Fireplace ashes must be placed in the "HOT ASH" bucket supplied in each unit. When you are *certain* they have cooled transfer them to the "Hot Ash" bucket located by the dumpster. **DO NOT PUT ANY ASHES, EITHER HOT OR COLD INTO THE DUMPSTERS!** Even though the ashes and logs appear to be out they might not be; they can smolder for up to 48hr. Fireplace ashes and burnt logs must be left in the fireplace until it is certain they are extinguished.

7. It is prohibited to install wiring for electrical or television installations, television antennae, satellite dishes, machines or air conditioner units on the exterior of the project or protruding through the walls or the roof of the project except as expressly authorized in writing by the Association.

8. It is prohibited to post any advertisement (including for sale/for rent signs), or poster of any kind on the premises except as authorized by the Association. It is prohibited to remove flowers, shrubs or trees from anywhere on property.

9. Balconies and studio porches are limited common areas under the supervision of the association. Storage of household items, cutting or chopping of wood for the fireplace, possession and use of charcoal grills are strictly forbidden (gas grills are allowed). Pets are not to be left unattended on the balconies.

10. Balcony snow removal is the responsibility of the unit owner or tenant. Excess snow on the balcony can cause structural damage to the building or units below. Therefore balconies should be cleared regularly. The unit owner may be assessed \$50.00 if the association has to arrange for shoveling. Please be patient with your neighbors as they shovel their balconies. It is not the easiest thing to do and it is inevitable that some snow may fall on your balcony or in front of your garage. You will have to put up with some noise as they work on it. First and the third floor decks require the most attention as they are exposed to the weather and could become drifted in overnight. Please be careful when you remove snow from your balcony. Be aware of both vehicle and pedestrian traffic. If you are below, alert the person shoveling to your presence. Do not allow young children to shovel the balcony.

11. The resident manager must be provided with a working key to each unit entry door, covered parking garage and storage closet for emergencies, lockouts, inspection of unit smoke alarms and inspection or repair of common elements. In addition, it is prohibited to alter any lock or install a new lock on any door leading into the unit or covered parking garage without the permission of the resident manager or the board of directors.

Parking Lot Regulations

Adopted September 11, 2000

1). Speed Limit : The maximum permissible speed in Silver Queen West parking lots is 10 MPH and may be less if weather conditions dictate.

2). Parking Regulations: The following regulations shall apply to all vehicles including motor vehicles and, recreational vehicles (campers, boats, trailers and snowmobiles) belonging to or under the control of any Unit Owner or a family member, Guest, Tenant or Employee of a Unit Owner:

Resident/Tenant parking spaces are allocated based on unit size.

Parking spaces are allocated with the following maximums:

Studio and One Bedroom Units:	2 spaces
Two Bedroom units:	3 spaces

Parking space allocations are independent of garages

a. Unit Owners must provide the Resident Manager with a listing of vehicles and their license numbers. Please use the form included in your Silver Queen West 'MANUAL FOR OWNERS AND RESIDENTS'. Vehicles that cannot be identified as belonging to Unit Owners and/or Tenants are subject to towing at the vehicle owner's expense and liability.

b. Vehicles shall be parked within designated parking areas only. Trucks over 19 ft. overall length and/or with dual rear wheels must be parked in the rear of the buildings.

c. Commercial/industrial vehicles such as flatbed trucks, tow trucks and cube type vans are prohibited from overnight parking.

d. All traffic flow markings and signs regulating traffic/parking shall be strictly observed.

e. All vehicles shall be in operating condition and have current license and registration.

f. No vehicle shall be parked in such a manner as to obstruct or impede traffic flow or access to units, entranceways, or trash dumpsters.

g. No long-term parking of vehicles for periods of more than 72 hrs. (without being moved) shall be permitted without the written consent of the Resident Manager.

h. Parking or storage of recreational vehicles and /or trailers of any kind is prohibited.

i. Vehicles over $\frac{3}{4}$ ton or 8,600 lbs gvwr shall not be permitted without the express permission of the Resident Manager or the Board of Directors.

j. Restoring, repairing or maintenance of vehicles shall not be permitted. Unit Owners will be responsible for all environmental cleanup costs from on-site repairs or maintenance.

k. During winter periods (November 1 through April 30) the following special regulations shall be in effect:

I. No vehicles may be parked on roadways, except while parking lots are being plowed.

II. Vehicles may be subject to temporary removal from parking areas, at any time, in order to permit snow removal. Owners of vehicles must be available or must make advance arrangements with the Resident Manager to move vehicles promptly upon request.

III Vehicles must be moved within 24 hrs. of each snowfall.

a. In the event that a vehicle is not promptly moved after the owner is notified of a parking violation or if the owner is not immediately available, The Resident Manager shall have the authority to have the vehicle towed from the Property at the Owner's expense, without damage or liability therefore.

b. Overnight occupancy of vehicles is expressly prohibited.

c. Idling of vehicles for more than 5 minutes is prohibited. Vehicle owners are asked to be respectful of their neighbors and should not idle their vehicle in a manner where exhaust fumes are not blown toward the Silver Queen West units or engine noise may disturb those who are sleeping.

12. Covered Parking Spaces (Garages) are on a Limited Common Element. The right to use garage parking spaces originally granted by the developer to condominium Owners may be conveyed by easement from the Owner of such Limited Common Element to another Owner of a Silver Queen West at Wildercrest (SQW@W) condominium Unit. The easement shall be in a form reasonably satisfactory to the Association. Such easement must be recorded in the Summit County, Colorado records. If an Owner sells his/her condominium Unit, the parking space must be conveyed to the subsequent owner, or another Unit Owner in SQW@W condominiums. Garages shall be transferred to and occupied by Owners of condominiums in SQW@W. A condominium Owner with exclusive rights to use a parking space shall be delinquent under the terms of the Condominium Declaration if the owner fails to pay common expenses or assessment owing to the Association for the Owner's parking space. The Association may upon discovery of default under any of these rules pertaining to the ownership or transfer of the right to use garage parking spaces, notify the Owner of the condominium unit of which such garage is assigned of such default. If the default has not been cured within 30 days after notice has been mailed, the Association shall have the immediate right to occupy the garage and may pursue any of the following remedies.

A). The Association may conduct an auction of the right to use the garage by mail among the SQW@W Owners. The highest bid received from another Owner shall be granted an easement transferring the right to use the garage space. After payment of all costs and attorney fees incurred by the Association, any remainder of proceeds shall be paid to the defaulting Owner.

B) The Association may initiate eviction or quiet title proceedings pursuant to Colorado law.

C) The Association may pursue any provisions and collection remedies of the Condominium Declaration of SQW@W Condominiums, the By-laws or the Rules and Regulations of the Association which shall pertain to the parking space as well as the Owner's condominium Unit.

D) Covered parking garages are not intended for and may not be used for commercial purposes or residential occupancy.

E) Garage door repairs are the unit owner's responsibility.

These Rules and Regulations are binding on both the Association Members and the Tenants; however, final responsibility for control of the Unit and adherence to these rules by Tenants lies with the Unit Owner. The Association will assess against any Member for any violation of the Rules and Regulations contained herein for which the Member or his family members, Tenants, Guests or other invitee are responsible. Such charges will be assessed in the event of flagrant or persistent violations which have not ceased after written notice of their existence. Before such charges are assessed, the Member shall be given the opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of a hearing shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Member at the address of record with the Association at least 14 days prior to the hearing. The amount of charges assessed under the article shall not exceed one hundred fifty (\$150) dollars for a single offense or fifty (\$50) dollars per day for an offense of a recurring or continual nature. Such charges shall be treated as an assessment against the Member's Unit and shall be subject to lien if unpaid.

Rules Enforcement

The following is a procedure guideline for when a question of compliance to the Association's Covenants, By-Laws, and/or Rules and Regulations has been committed.

1. A verbal warning and/or written complaint may be made by an Owner, Board Member, or the Resident Manager. Tenants cannot make their complaints directly to the Board but should address their complaints to the Owner of the Unit and/or the Resident Manager.
2. A written complaint should contain the following:
 - a). Date, time and location of the incident.
 - b). Name(s) of the individual(s) involved and their Unit number.
 - c). Details of the incident.
 - d). Name, address and signature(s) of the person filing.
3. Notify the Resident Manager or a Board Member of the incident.
4. The Resident Manager or a Board Member will attempt to resolve the complaint to the satisfaction of the parties involved.
5. If the complaint cannot be resolved, or is serious enough to warrant a hearing, a certified return receipt letter will be sent to the person(s) involved in the incident containing:

- a). Copy of the written complaint.
- b). A letter stating which Covenant, By-Law and/or Rule and Regulation that may have been violated.
- c). Inform them of the date to appear before the Board of Directors for a hearing (date and time to appear before the Board will allow sufficient time for individual(s) to prepare for the hearing). If circumstances prevent them from appearing at the set date and time, they must notify the Resident Manager within 72 hours of receiving the letter in order to reschedule the hearing.
- d). Emergency provision- if an incident is serious enough, the individual(s) involved may be asked to attend a hearing on the same day of the incident.

The individual(s) involved in the incident:

- a). May request any documentation or information pertinent to their case, at least five days prior to the hearing.
- b). May have witnesses present at the hearing.
- c). May be represented by an attorney

Any Board member who cannot participate at the hearing in an objective manner must remove himself/herself from the hearing.

If one party does not attend the hearing (either the complainant or the alleged violator) they have forfeited their involvement and the Board will base their decision on the evidence that is presented.

THE HEARING:

- 1) As the hearing begins, the Board Member conducting the proceedings will introduce Board Members and individual(s) pertinent to the case.
- 2) The meeting will be conducted in an orderly manner. Individuals who do not comply will be dismissed.
- 3) Individual(s) who are not relevant to the case will be dismissed.
- 4) Each person involved in the case may make statements pertinent to the case.
- 5) Questions may be asked.
- 6) At the conclusion of the hearing, the individual(s) involved will be dismissed so that the Board can deliberate in an executive session.
- 7) The Board will base their decision on the facts that were presented. A majority will determine if a violation has occurred, and will determine if a fine will be imposed for the violation.
Fines shall be assessed as specified in paragraph 19 of the Rules and Regulations on page 14.
- 8) The individual(s) involved in the complaint will be notified as soon as possible, normally within 10 days of the Board's decision. If a fine is imposed it must be paid within 30 days unless other arrangements are made. Otherwise, a lien will be filed to collect the fine, plus the costs of the suit and reasonable attorney's fees.
- 9) An individual must exhaust all available remedies of the Association as outlined in this resolution before they may resort to a court of law.

Tips For When You Remodel

- There are heat pipes located in the floor and the walls of every Unit. If you are planning on putting *even one* nail, screw or staple into the floor, or if you going to use nails longer than 1” in the wall you must contact the Resident Manager before doing so and he will locate the pipes for you. This includes new carpet installation because your installer may find it necessary to put down new tack strip, or drive in staples to secure the carpet. Notify the Resident Manager well in advance, not on the day of the installation! If you, your Contractor or your Tenant drives any fastener into the floor or walls causing damage, you will be responsible for all costs involved. These may include painting, sheet rock repair, damage to personal items and loss of rent. Repair of damages can cost thousands of dollars.
- When installing new carpet, make sure that you have a professional measure your unit for carpet. *Do not guess at the amount based on the square footage of the unit. You will need more than you think because of the angle in the front room.* Carpet in the bathroom and kitchen is a bad idea and should be replaced with vinyl or tile to help eliminate odors and staining.
- **There is no main water shut off in your unit.** You can turn individual fixtures off at their valves except for the bathtub/shower. *Do not attempt to repair a leaky bathtub spout without contacting the Resident Manager in advance. It is impossible to replace the seals without turning the water off in the crawl space.*
- When installing hard surfaced floors choose the “floating” type of floor which provides some sound proofing for the neighbors below. Many condominium associations either ban hard surface floors or allow only floating floors.
- Install wheels on your refrigerator so the appliance repairman does not destroy your floor attempting to pull the refrigerator out.
- If you install a new kitchen floor, raise the floor under the dishwasher an equal amount or you will block it in and the appliance repairman will not be able to remove it without lifting the counter top.
- Many top floor unit owners have chosen to install coverings on the upper windows to prevent the direct sunlight from overheating the unit, and from fading the carpet and furnishings.
- Remember that your neighbors are not near as excited about your remodeling as you are. Try to screw things together whenever possible instead of beating with a hammer. Plan your project so the noise does not begin too early in the morning or last late into the evening.

Storm Doors

The storm doors are provided by the Association for consistency of the project, but belong to the Unit. Maintenance and repairs to the storm door are the responsibility of the Unit Owner or his Tenants. Doors that are neglected may be removed or repaired (with charges to the Unit Owner) at the Resident Manager’s discretion. Please take care of your storm door by ensuring that it is latched properly.

Garage Doors

Repairs to the garage doors are the responsibility of the Unit Owner.

Electrical

The breaker panel for the unit is located in the hallway, between the bathroom and the kitchen. Make sure all breakers are labeled. The main wiring in the buildings is aluminum, as was common when SQW was built. The wiring in your unit is copper coated aluminum. When replacing outlets and switches, make sure they are rated for aluminum wiring. The ceiling and wall light fixtures are rated for *60 watt maximum* bulbs. Do not use a higher wattage light bulb as it will create a fire hazard.

The Heating System

All four buildings at SQW are heated with hot water. The water is heated in a central boiler and circulated throughout the building by a system of copper tubing. When your unit cools down, the thermostat calls for heat sending a small electrical current to the 'zone valve' motor. This causes the valve to open allowing hot water to circulate through your unit. When the unit has warmed to the set temperature the electrical current stops, allowing the zone valve motor to close.

If you think your heat system might not be working, there are a couple simple tests you can do:

1. Check the outside temperature. To save energy, the circulating pump turns off when it is 58 degrees or warmer outside.
2. Turn the thermostat all the way up and give it a couple minutes for the water to circulate, remove a corner cover of one of the baseboard heaters, stoop down and *hold* the copper pipe where it goes into the floor. The pipe should be so warm that you can only hold on for a few seconds. *You will not be able to tell if the heat is working by holding your hand above the heater-you must touch the pipe.*
3. If the pipe is not warm, there is another test you can do. A flashlight may be handy but is not necessary. First you must find the zone valve. In most units, it is located in either the dinette area or in the odd shaped bedroom. The zone valve is the little box with two 24 volt wires going to it, and may have a cover on it. On the side of the zone valve you will find a small lever that has two different positions one is for 'automatic', which allows your system to be controlled by the thermostat, and the other position is 'manual', or full heat. Put the lever in the 'manual' position. If the problem is in the unit you will hear the water as it begins to circulate through the system. If the problem is with the boiler system, or if the unit (top floors only) is 'air locked', you may hear nothing at all. *If you are in an end unit you need to call the Resident Manager at once.* If you are in a top floor unit, your heating system probably has air in it, which prevents the water from circulating. If yours is not and

end unit, and you can make it through the night with an extra blanket, a close friend and a cozy fire, call the Resident Manager the next morning and the air will be bled from the system that day. *Never* attempt to bleed air from the boiler system on your own-doing so could result in damage to the heating system or units. If your heat is not working, particularly if you live in an end unit and it is really cold out, please call the Resident Manager no matter what time it is. Our systems are 100% water with no anti-freeze in them and we want to make sure they do not freeze up.

4. *If you are in an end unit, never ever turn your heat OFF between the months of November and March.* It may be very tempting to turn it all the way down to conserve energy, especially if you do not live here full time. Please do not do it. The lowest you should ever set your thermostat in an end unit is 58 degrees. If it gets below zero and the water is not circulating, a pipe on an outside wall could freeze and burst, causing extensive damage.
5. In the event of a heating system leak inside your unit, there are two 'unit isolation valves' that you can close. One of them is the blue handled valve near the zone valve, just before the copper pipe enters the floor or wall (not the valve with the hose fitting-don't touch that one). The second valve will be at the other end of the system, either in the square bedroom below the window, or in the entry hallway. In studio units they are the valves with a lever instead of a round handle.

The Association supplies all the units with heat, but the zone valve and motor belong to the Unit Owner, who is responsible for arranging replacement and all costs incurred by damage or negligence.

The Plumbing System

- ◆ As was mentioned in the remodeling section, there is no main shut off valve to the water in your Unit. Each fixture must be turned off at the supply valve for that fixture. There is no shut off for the tub/shower. If you need to replace leaky tub seals you must make arrangements with the Resident Manager to turn the water off in the crawlspace. Never work on plumbing without turning off the water supply.
- ◆ You should run your garbage disposal every day to flush out waste and control odors. It is common for garbage disposals to become jammed. Never put your hand into a garbage disposal without first unplugging the unit from the electrical outlet underneath the sink, or turning it off at the breaker. If your disposal is 'frozen up' you can usually free it by inserting a toilet plunger handle or a skinny piece of wood and working it loose. New garbage disposals come with an allen wrench that fits a manual crank on the bottom of the disposal for this purpose. Most disposals have electrical 're-set' buttons (usually colored red) on the bottom.
- ◆ **PREVENT CLOGGED PLUMBING!** Don't use the garbage disposal to grind up everything just because it can. Disposals are very handy for cleaning the sink, but should not be used for excessive amounts of food waste. Use common sense and throw bulky and excessive waste into the trash, not the sewer line. Never flush cotton towels, paper towels, newspaper, plastic bags, feminine napkins or any other similar items.

- ◆ Under sink plumbing should be checked on a regular basis by the Unit Occupants and Rental Agents. The buildings were built in the early 1970's and many of the metal drain pipes have rusted and should be replaced with plastic. It has been found that the use of garbage disposals over time can result in the 2" plastic drain pipe cracking or completely breaking where it joins the vertical drain pipe at the wall. If yours is leaking, you are responsible for the repairs as well as any damage caused in units below. Please check yours now!
- ◆ Owners or Unit Occupants should make sure there is a plunger for each bathroom. Maintenance of clogged plumbing is the responsibility of the Unit Owner or Occupant and is not the responsibility of the Resident Manager or the Association. However, if you want to clean out your own drain we will be glad to lend you a drain snake.
- ◆ Do not use regular liquid dish soap in your dishwasher. It creates too many suds and it will malfunction and leak. Use only 'Cascade' or similar soap intended specifically for dishwashers.

SILVER QUEEN WEST TENANT INFORMATION FORM

Complete and send to: Silver Queen West
PO Box 23910
Silverthorne, CO 80498

PLEASE PRINT CLEARLY DATE _____

UNIT # _____ UNIT PHONE # _____
RENTAL AGENT _____ PHONE# _____
THIS LEASE IS ALLOWS _____ OCCUPANTS AND EXPIRES _____

TENANT #1 NAME _____
VEHICLE MODEL _____ MAKE _____
LICENSE # _____ STATE ISSUED _____

TENANT #2 NAME _____
VEHICLE MODEL _____ MAKE _____
LICENSE# _____ STATE ISSUED _____

TENANT # 3 NAME _____
VEHICLE MODEL _____ MAKE _____
LICENSE # _____ STATE ISSUED _____

TENANT #4 NAME _____
VEHICLE MODEL _____ MAKE _____
LICENSE # _____ STATE ISSUED _____

ADD MORE TENANTS ON BACK OF THIS SHEET. BY SIGNING A LEASE,
TENANTS ACKNOWLEDGE THEY ARE TO ABIDE BY ASSOCIATION RULES,
REGULATIONS AND POLICIES.

ADDITIONAL FORMS ARE AVAILABLE UPON REQUEST

SILVER QUEEN WEST NEW OWNER INFORMATION

We would like to take this opportunity to welcome you as the newest member of our Homeowner’s Association. Your Unit should contain a copy of the ‘Silver Queen West Residents Manual’ that you will need to look over to become more familiar with the Association’s Policies. If your copy becomes lost, or if you need additional copies for your Tenants call the Resident Manager’s office at 970-468-5169. Please complete in print, and return the following form to help keep our files current:

OWNER
NAME(S)_____

UNIT PURCHASED_____ UNIT PHONE #_____

HOME PHONE_____ WORK PHONE_____

FAX#_____ MAILING ADDRESS_____

CITY_____ STATE_____ ZIP CODE_____

EMAIL ADDRESS_____

I WILL BE
(circle any that apply)

LIVING IN MY UNIT FULL TIME

USING MY UNIT AS A SECOND HOME

RENTING MY UNIT SHORT TERM

RENTING MY UNIT LONG TERM

MY RENTAL AGENT IS:
NAME_____

ADDRESS_____

PHONE #_____

Send to: SQW
PO Box 23910
Silverthorne, CO 80498

THANKS!

ADDITIONAL FORMS AVAILABLE UPON REQUEST